

HRMS Payroll and Reports

Report Name	Transaction Code	Use
Run Daily		
Corrections and Returns for Agency	ZHR_RPTPY151	Displays the pre-note (for direct deposits) corrections & rejects the agency needs to correct on the employee record.
Logged Changes in infotype Data	S_AHR_61016380	Report displays a log of all changes that have been made to tinfotype records
Run Prior to Payroll		
Basic Infotype Check	ZHR_RPTPYN06	Use to identify employees who are missing infotypes.
Preemptive Time Data Check	ZHR_RPTPYN07	Displays ZCATA time transfer errors.
Preemptive Compensation Data Check	ZHR_RPTPYN08	Use to verify that all payroll master data is complete and no exceptions prior to running a simulation. Uses data from a prior payroll period.
Payroll Simulation (Process)	PC00_M10_CALC_SIMU	Use to simulate results for a payroll run prior to payroll being run by DOP
Run After Payroll is Released for Corrections and Prior to Payroll Exiting		
Payroll Threshold Report	ZHR_RPTPYN09	Use to check the accuracy of a simulated payroll run.
Active Employees with No Retirement Deductions Taken Report	ZHR_RPTPY024	Use to identify employees that did not have retirement subtracted from their pay during a particular payroll period.

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Run After Payroll is Released for Corrections and Prior to Payroll Exiting		
Wage Type Reporter	PC00_M99_CWTR	Use to identify transactions automatically recorded in the Agency State payroll revolving account 035 in General Ledger (GL) 5199 Other payables
Payroll Journal	ZHR_RPTPYN33	Use to verify the earnings and deductions for individual employee or groups of employees in your agency. This report is used for Payroll certification based on State of Washington Office of Financial Management State Administrative & Accounting Manual (SAAM) Chapter 25.20.30.
Negative Summary Records	ZHR_RPTPY455	Use to identify any negative third party remittance that may have been generated.
Wages Not Subject to OASI	ZHR_RPTPY632	Use to display employees who have wages not subject to OASI and Medicare. Including employees exempt from OASI (State Patrol), employees over OASI maximum; sick leave buyout not subject due to a death, disability; dependent care; and pretax insurance.
Remittance Detail Report	PC00_M99_URMR	Use to identify warrants not mailed centrally from OFM.
Run After Payroll is Exited		
Employee Year to Date (YTD) Payroll Register	ZHR_RPTPY646	Use to view detailed results of an employee's year to date total earnings.
Payroll Posting Report	ZHR_RPTPY126	Used to display employees that have cancelled warrants for a selected pay period.

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Run After Payroll is Exited		
Adjustments to Earnings Subject to Employment Security	ZHR_RPTPY123	Report for Employment Security. Used to update quarterly Unemployment Insurance data. Used to read the payroll posting data after it has been processed by the Automated Liability Apportionment Solution (ALAS) program. This report displays all the posted entries affected by an employee with a cancelled warrant can help also be identified using report ZHR_RPTPYN08
Savings Bond Cancelled Warrant Report	ZHR_RPTPY574	Use to display the adjusted Bond Reserve Balance for employees with warrant cancellations. SSN, employee name, warrant number, register number, code type, bond reserve balance, deduction amount, and adjusted bond reserve balance.
Display of Savings Bond Purchases	ZHR_RPTPYS10	Use to display Savings Bonds purchases for an employee. The report includes the number of bonds, bond denomination, bond price and the beneficiary name.
Payroll Results Table	PC_PAYRESULT	Use to view the payroll results for a specified payroll run.
Accrued and Mandatory Payroll Deduction Reports	ZHR_RPTPY010	Use to show deductions (including Medical Aid, Social Security, Medicare, Retirement and Garnishments)
Warrant/ACH Register and Summary	ZHR_RPTPY635	Use to display both detail and summary information for warrants and ACH.
Tax Link Agency Subs Negative Rejects	ZHR_RPTPY600	Use to find the source of the negative amount(s). This may also prompt the agency to do a prior-quarter adjustment.

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Report Name	Transaction Code	Use
Run Quarterly		
Medical Aid Detail Report	ZHR_RPTPY394	Use for quarterly Medical Aid Reporting for L&I. Reports Gross Salary (inclusive of wage types subject to Medical Aid only), Work Hours (inclusive of hours on wage types subject to Medical Aid), by Medical Aid Risk Class Code. Warrant Cancellations (Off Cycle) having medical aid deducted reduces the gross and the hours reported when cancelled.
Run Yearly		
Buyout Statements (Lag Leave)	ZHR_RPTPY681	Use to produce form to mail to employees eligible and have been given the option to buyout sick leave.
Appointments with EIC at Year End Report	ZHR_RPTPY675	Use to display active employees who have Earned Income Credit (EIC)
Sick leave over 480-Non Eligible Report	ZHR_RPTPYN007	Use to display employees who have a sick leave balance over 480, yet are not eligible for the Sick Leave buyout.

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Technical Wage Type	Wage Type Title	Common Use
/001 - /003	Valuation Wage Types	These wage types evaluate the Employee hourly base and salary based on schedule
/101 - /196	Technical Accumulators	These wage types accumulate Total gross, or gross of wage types subject to Retirement plans, or Unions. Example: /101 is Total Gross
/225 - /227	Average Bases	These wage types calculate the average hours, for example /225 calculates the average hours subject to retirement
/301 - /343	Gross Subject to taxes	These wage types calculate the gross subject to taxes prior to pre taxed or deferred payments and deductions
/401 - /443	EE and ER Federal and State Taxes	These wage types report the actual employee and employer federal and state taxes. Example: /401 is TX Withholding
/550 - /5UW	Payments, Advances, Claims, Retro's	These wage types report a number of different payment types and payment calculated items. Example: /560 represents the Net Payment to the employee
/601 - /643	Taxable Wages	These wage types calculate the taxable wages after pre taxed or deferred payments and deductions have been reduced.
/700 - /743	Reportable Wages	These wage types reflect the reportable gross for EE and ER amounts for federal and state taxes. Example: /701 is RE Withholding
SOW Tax Types	Federal (1 – 6) State of WA (32 – 43)	1 = W/H 2 = EIC 3 = EE OASI 4 = ER OASI 5 = EE Medicare 6 = ER Medicare 32 = ER Accident Fund 33 = ER Med Aid 34 = ER Supplemental 42 = EE Supplemental 43 = EE Med Aid

HRMS Payroll and Reports

2009 Pay Period Examples					
Pay Periods	Pay Date	Pay Period to enter in HRMS for Reports	Pay Periods	Pay Date	Pay Period to enter in HRMS for Reports
December 16-31, 2008	Jan 9 th	1 2009	July 1-15, 2009	July 24 th	14 2009
Jan 1 -15, 2009	Jan 26 th	2 2009	July 16-31, 2009	August 10 th	15 2009
January 16-31, 2009	Feb 10 th	3 2009	August 1-15, 2009	August 25 th	16 2009
February 1-15, 2009	Feb 25 th	4 2009	August 16-31, 2009	September 10 th	17 2009
February 16-28, 2009	March 10 th	5 2009	September 1-15, 2009	September 25 th	18 2009
March 1-15, 2009	March 25 th	6 2009	September 16-30, 2009	October 9 th	19 2009
March 16-31, 2009	April 10 th	7 2009	October 1-15, 2009	October 26 th	20 2009
April 1-15, 2009	April 24 th	8 2009	October 16-31, 2009	November 10 th	21 2009
April 16-30, 2009	May 11 th	9 2009	November 1-15, 2009	November 25 th	22 2009
May 1-15, 2009	May 22 nd	10 2009	November 16-30, 2009	December 10 th	23 2009
May 16-31, 2009	June 10 th	11 2009	December 1-15, 2009	December 24 th	24 2009
June 1-15, 2009	June 25 th	12 2009	December 16-31, 2009	January 10 th	01 2010
June 16-30, 2009	July 10 th	13 2009			

HRMS Payroll Schedule Example

